



## KNIGHTDALE TOWN COUNCIL MINUTES

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950 Steeple Square Court, Knightdale, North Carolina 27545

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**January 20, 2016**

The Knightdale Town Council met at 7:00 p.m. at Knightdale Town Hall, 950 Steeple Square Court, Knightdale, North Carolina.

**PRESENT:** Mayor James Roberson, Mayor Pro Tem Mike Chalk, Councilors Pete Mangum, Mark Swan, Dustin Tripp, and Randy Young.

**ABSENT:** None.

**Staff Members Present:** Beth Trahos, Town Attorney; Seth Lawless, Town Manager; Whitney Ledford, Town Clerk; Keith Archambault, IT Administrator; Brian Bowman, Communications Director; Bryn Terry, Development Services Intern; Jennifer Currin, Senior Planner; Jason Brown, Senior Planner.

Meeting called to order by Mayor Roberson at 7:00 p.m.

**WELCOME**  
Welcome by Mayor Roberson.

**INVOCATION**  
Invocation by Councilor Young.

**ITEM I. ADOPTION OF AGENDA**  
**...Motion by Councilor Swan to adopt the agenda. Motion seconded by Councilor Mangum and carried unanimously.**

**ITEM II. APPROVAL OF MINUTES**  
**...Motion by Mayor Pro Tem Chalk to approve the minutes from January 4, 2016. Motion seconded by Councilor Mangum and carried unanimously.**

**ITEM III. PRESENTATIONS, RECOGNITIONS, AWARDS**  
2015 Community Appearance Award

Senior Planner Jennifer Currin presented an overview of the award and the process involved in selecting a recipient for the Community Appearance Award.

Mayor Roberson presented three members of the Two Green Thumbs Garden Club with a certificate of appreciation and the acrylic 2015 Appearance Award.

ITEM IV. PUBLIC

**Anyone may speak on an issue not included on tonight's agenda. If you anticipate speaking during tonight's meeting, please print your name and address on the form at the entry table. You must speak from the podium to assure accurate record. Before speaking, please state your name and address.**

A. Open to the Public  
No one approached.

B. Report on Citizen Inquiries  
Nothing at this time.

ITEM V. CONSENT AGENDA

Mingo Creek Greenway Settlement Agreement.

**Approve Mingo Creek Greenway Settlement Agreement.**

**...Motion by Mayor Pro Tem Chalk to approve the Consent Agenda.  
Motion seconded by Councilor Young and carried unanimously.**

ITEM VI. LAND USE REVIEW BOARD REPORTS

None at this time.

ITEM VII. ACTIONS REQUIRING PUBLIC HEARINGS

**If you anticipate speaking during a public hearing at tonight's meeting, please print your name and address on the form at the entry table. You must speak from the podium to assure accurate record of testimony. Large groups are asked to designate a spokesperson. If the Mayor announces that the hearing is a quasi-judicial public hearing, all speakers must be administered an oath by the Town Attorney.**  
None at this time.

ITEM VIII. SET PUBLIC HEARINGS

None at this time.

ITEM IX. TOWN ATTORNEY

Nothing at this time.

## ITEM X. OLD BUSINESS

A. ZTA-1-16 Quarterly ZTA  
Ordinance #16-01-20-001

Senior Planner Jason Brown and Development Services Intern Bryn Terry reviewed the quarterly updates to the Unified Development Ordinance and stated that the Land Use Review Board approved ZTA-1-16 with the conditions that lighting stay consistent on North Carolina Department of Transportation streets and public transportation be included in the Traffic Impact Analysis. Mr. Brown recommended Council adopt statement of consistency and reasonableness of action, approve ZTA-1-16, and adopt Ordinance #16-01-20-001.

**...Motion by Councilor Swan to adopt statement of consistency and reasonableness of action, approve ZTA-1-16, and adopt Ordinance #16-01-20-001. Motion seconded by Councilor Tripp and carried unanimously.**

## B. Knightdale Station Park/Harper Park Master Plan Update

Senior Planner Jennifer Currin presented the master plan update for Knightdale Station Park. Ms. Currin answered questions stating that this master plan will be taken to all boards and committees for input and also recommended Council approve the Knightdale Station Park Master Plan.

Principal Zak Pierce from CLH Design, P.A. shared and expanded upon additional information about the Knightdale Station Park, focusing on the new additions. Mr. Pierce answered questions from Council.

Ms. Currin then presented the Master Plan update for Harper Park. Ms. Currin answered questions and recommended Council approve the Harper Park Master Plan.

Mr. Pierce approached Council again to share in more detail the updated master plan of Harper Park.

**...Motion by Councilor Mangum to approve Knightdale Station Park Master Plan and Harper Park Master Plan. Motion seconded by Councilor Young and carried unanimously.**

## C. Knightdale Station Park Water Tower Feature Approval.

Senior Planner Jennifer Currin gave an update on the plans for the Water Tower in Knightdale Station Park. The Technical Review Committee has given its conditional approval, a detailed plan is available at this time, and the bidding process will begin at the end of January. Ms. Currin answered questions from Council.



## ITEM XI. NEW BUSINESS

## Grant Administration Council Policy

Town Manager Seth Lawless shared with Council a new Grant policy created by the Administrative Services Department and Finance Committee that will allow the Town to improve its grant administration process by specifying approvals and steps to be followed in gaining approval to apply for grant funding, submitting grant applications, accepting grant awards, tracking, managing and complying with grant requirements. Mr. Lawless answered questions and recommended Council adopt the Grant Administration Policy.

**...Motion by Councilor Tripp to adopt Grant Administration Council Policy. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.**

## ITEM XII. OTHER BUSINESS

None at this time.

## ITEM XIII. COMMITTEE REPORTS

## A. Planning and Engineering

Councilor Tripp gave an update on current discussion topics including the proposed caboose museum located on First Avenue, options for Mingo Creek Greenway connectivity issues, and safe routes to schools.

## B. Finance

Councilor Mangum reminded Council of the document that the Finance committee is working on that will outline the Town's financial actions on a monthly basis. The first draft is anticipated at the next Town Council Meeting.

## C. Public Safety

Councilor Swan shared that this committee convened briefly and chose to table items until the next meeting.

## D. Nominating

Councilor Young reported that the Nominating Committee will be meeting soon to discuss the upcoming expiring terms for all boards.

## E. Liaison Reports

No report.


ITEM XIV. CLOSED SESSION FOR LEGAL OR PERSONNEL MATTERS

**...Motion by Councilor Young to enter closed session at 7:59 p.m. to discuss a personnel matter pursuant to N.C.G.S. 143.318-11 (a)(6). Motion seconded by Mayor Pro Tem Chalk and carried unanimously.**

ITEM XV. ADJOURNMENT

**...Motion by Councilor Tripp to adjourn at 9:02 p.m. Motion seconded by Councilor Young and carried unanimously.**

  
Town Clerk Whitney A. Ledford

  
Mayor James A. Roberson